



STATE OF INDIANA

STATE BUDGET AGENCY

212 State House
Indianapolis, Indiana 46204-2796
317/232-5610

EVAN BAYH
Governor

Katherine L. Davis
Director

MEMORANDUM

TO: Agency Heads

FROM: Katherine L. Davis
Budget Director

Jennifer Dworkin Vigran
Director, State personnel Department

DATE: 8-Oct-1996

SUBJ: Financial Management Circular on Certain Personnel Transactions

Attached is Financial Management Circular #96-2. The Circular is a product of the Total Quality Management Personnel Action Processing Team's initial recommendations of changes to the personnel transaction process. The provisions of the Circular remove the requirement that the Budget Agency review and approve certain transactions. The transactions covered by this Circular have no or minimal budgetary impact.

Hopefully, the process change will reduce the processing time of these transactions. please give a copy of the circular to your human resources director. The Budget Agency and State Personnel Department look forward to future recommendations of the Personnel Action Processing Team. Any specific questions about the Circular should be directed to your budget or personnel analyst.

[Document initialed by Katherine Davis and Jennifer Dworkin Vigran]

Financial Management Circular: #96-2

Effective Date: October 10, 1996

General Subject: Budget Agency Approval for Certain Personnel Transactions

Specific Subject: Elimination of Budget Agency Approval for personnel transactions with no increases in salary or change in fund center of the position, certain employee leave replacement requests, exceptions to normal demotion policies, requests to double fill positions for less than six (6) months, individual leave transactions, and overtime where already approved in an annual financial management plan.

Authority: IC 4-12-1-13

Application: This Circular applies to all State agencies, departments and commissions whose personnel transactions are reviewed by the State Budget Agency.

Section 1. The State Budget Agency, as a result of working with the Quality Initiative Team in an effort to respond more appropriately to agency, department, and commission needs in the area of personnel transactions, has identified a number of personnel transactions where Budget Agency approval will no longer be required.

Section 2. Budget Agency approval will no longer be required for individual personnel transactions that do not increase the salary or change the fund center of a position.

Section 3. Budget Agency approval will no longer be required for Employee Leave Replacement Requests (ELRR's) when there is not a request to establish a permanent position as a result of the ELRR action.

Section 4. Budget Agency approval will no longer be required for exceptions to normal demotion policies.

Section 5. Budget Agency approval will no longer be required for requests to double fill a position for less than six (6) months.

Section 6. Budget Agency approval will no longer be required for individual overtime

transactions if the agency, department, or commission has included such expenditures in its annual Financial Management plan which has been approved by the State Budget Agency.

Section 7. Nothing in this Financial Management Circular in any way affects approvals required or procedures established by the Personnel Department.

Section 8. The Budget Agency will continue to be notified for personnel transactions approved by the State Personnel Department.

Section 9. This Circular is effective October 10, 1996.

Katherine L. Davis
State Budget Director

Jennifer Dworkin Vigran
Director of State Personnel

[Signed by Katherine Davis and Jennifer Vigran and dated 10/8/96]